

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
ASSISTED ACQUISITION SERVICES DIVISION  
SOUTHEAST SUNBELT REGION**

**STATEMENT OF WORK  
SOCOM WIDE MISSION SUPPORT (SWMS) GROUP-A  
J(3) OPERATIONAL SUPPORT**

**ORDER NUMBER: ID04180173  
January 24, 2019**

**1.0 Introduction.** Work is to be accomplished for United States Special Operations Command (USSOCOM), herein referred to as Client, through the General Services Administration (GSA), Federal Acquisition Service (FAS), Assisted Acquisition Services Division, Southeast Sunbelt Region.

**1.1 Points of Contact:**

GSA Contract Specialist

Name: Kellen Miliner

Address: 77 Forsyth Street, SW

City, State, Zip: Atlanta, GA 30303

Phone: (b) (6)

E-mail: [Kellen.miliner@gsa.gov](mailto:Kellen.miliner@gsa.gov)

GSA Senior Contracting Officer (SCO)

Name: Tara Odom

Address: 77 Forsyth Street, SW

City, State, Zip: Atlanta, GA 30303

Phone: (b) (6)

E-mail: [Tara.odom@gsa.gov](mailto:Tara.odom@gsa.gov)

Client Representative (CR)

Name: (b) (7)(C)

Address: HQ USSOCOM SOF ATL

7701 Tampa Point Blvd

City, State, Zip: MacDill AFB, FL 33621

Phone: (b) (6)

E-mail: (b) (7)(C)@socom.mil

**1.2 DESCRIPTION OF ORGANIZATION REQUIRING SUPPORT.**

The Directorate of Operations (J3) provides fully capable Special Operations Forces (SOF) to defend the U.S. and its interests and synchronizes planning of global operations against terrorist networks. The J3 also provides the management of SOF, North Atlantic Treaty Organization (NATO) SOF, and Interagency (IA) partners designated to support Overseas Contingency Operations with operational planning to support indirect lines of operation with the most operationally relevant and accessible information.

**1.3 TASK PURPOSE.**

The purpose of this task order (TO) is to provide support to the overall J3 mission objectives and directly contribute to the daily operational management of the SOF Enterprise composed of Headquarters USSOCOM staff, USSOCOM Service Components, Theater Special Operations Commands (TSOCs), Special Operations Joint Task Forces (SOJTF), and relevant interagency (IA) and coalition partners. The contractor shall provide subject matter experts (SMEs) for multiple activities (described in paragraphs

3.1.1 through 3.1.12) across the Directorate of Operations.

**1.4 Contract Type:** Firm Fixed Price (FFP) for Labor Support with Labor Hour (LH) Surge hours and Cost Reimbursable No Fee (CRNF) Travel

**1.5 PERIOD OF PERFORMANCE:** There will be a two week transition period from 25 Feb 2019 to 10 Mar 2019. Award is anticipated on 25 FEB 2019. Awardee will not be reimbursed for any expenses incurred during this transition timeframe to prepare itself for assuming performance on the first day of the Base Period anticipated to be 11MAR2019.

Base Period:	11 Mar 2019 to 10 Feb 2020
Option Year 1:	11 Feb 2020 to 10 Feb 2021
Option Year 2:	11 Feb 2021 to 10 Feb 2022
Option Year 3:	11 Feb 2022 to 10 Feb 2023
Option Year 4:	11 Feb 2023 to 10 Feb 2024
6 Month Extension:	11 Feb 2024 to 10 Aug 2024

**1.6 SCOPE.** The contractor shall provide subject matter experts (SMEs) for multiple activities across the Directorate of Operations. The contractor shall support J3 Surge Capability for SOF Contingency Operations and for Command events such as exercises, conferences, seminars, workshops, special projects or training events when optional tasks are executed.

## **2.0 GENERAL REQUIREMENTS.**

The Contractor shall be responsible for meeting the following general requirements, as well as the specific support identified in Section 3.0.

**2.1 TRANSITION.** The contractor shall execute their proposed transition plan and ensure fully qualified personnel are in place on day one of performance. The contractor shall ensure no interruption of mission occurs during the transition period. Throughout the transition it is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission. The contractor shall plan for the transfer of work control, delineating the method for processing and assigning tasks. The contractor shall provide weekly updates during the transition period to insure the government is fully informed of the transition status and any issues that may be identified.

**2.2 QUALIFIED PERSONNEL.** The contractor shall provide qualified personnel that meet the required skills and qualifications identified in Table 5.1 of the Statement of Work (SOW). The contractor shall ensure personnel are fully trained to meet mission requirements on day one of performance.

**2.3 MANAGEMENT OF ISSUES.** The contractor shall address all performance issues and customer complaints to ensure the requirements defined in the SOW were met successfully 100% of the time.

**2.4 MANAGEMENT OF POSITIONS SHORTFALLS (RETENTION/FILL RATES).** The contractor shall ensure qualified personnel are in place to fill vacancies when personnel depart this task order. The contractor shall ensure that surge capacity, when operational requirements require additional contractor work hours to support operational needs or contingencies, is met by additional hours worked by contractor personnel currently assigned to the task order. Surge hours shall be scheduled as required during primary work hours, after-duty hours, weekends and holidays.

**2.5 DELIVERABLES.** All deliverables shall be sent via email to the Contracting Officer's Representative (COR) for acceptance. The COR will evaluate deliverables for completeness, correctness, and operations sufficiency of content. If a deliverable is unacceptable, the Government will notify the Contractor Program Manager (CPM), who shall coordinate with the COR to determine the resubmission time.

### **3.0 SPECIFIC REQUIREMENTS.**

**3.1.1 Task Lead and Senior Regional/Interagency Support SME:** Due to size and complexity of this requirement, the Government will require a single point of contact from the contractor, normally referred to as the Task Lead. The minimum expectations for the task lead are: knowledge, skills, and abilities to oversee and perform the handling and the day-to-day management and administration of project tasks to include understanding the USSOCOM Operations mission in order to develop detailed work plans and schedules; assign staff responsibilities; utilize, control, and manage contract travel; utilize control, and manage contract surge hours; and redirect available resources as necessary to complete tasks in accordance with scheduled milestones and budgetary constraints. The Task Lead will perform quality checks of all work products, interact continually with the Government COR and any appointed Technical Representatives to present interim results, discuss concerns, and ensure total product / service satisfaction and successful transition of all phased-in requirements. Finally, this individual will be required to support the Regional/Interagency Support SMEs in maintaining timely / accurate global awareness and assisting in the operationalization of the Global SOF Network in current operations and crisis response to critical events.

**3.1.2 Regional/Interagency Support SMEs (J33/GMSC):** The Regional/Interagency Support SMEs will support the mission of developing and integrating timely and accurate global awareness and responsive support to the SOF Network in day-to-day operations and crisis response while supporting the HQ's strategic battle rhythm, ensuring worldwide SOF are ready, postured, and empowered to support the nation's strategic and operational objectives. Tasks include:

**3.1.2.1** Liaison and coordinate with TSOC and Components during Trans Regional Synchronization events in accordance with the SOCOM Battle Rhythm.

**3.1.2.2** Provide advice on current operations in each of the Combatant Command's (GCC) areas of operations (CENTCOM, SOUTHCOM, EUCOM, AFRICOM, PACOM, NORTHCOM).

**3.1.2.3** Assist in maintaining the USSOCOM collaborative information enterprise.

**3.1.2.4** Liaison and coordinate among all participants during Deliberate and Crisis Action Planning and the execution of a Crisis Action Team (CAT).

**3.1.2.5** Provide advice and recommendations on current operations to each specific geographical areas of interest to the Global Mission Support Center (GMSC) and the Global Support Groups (GSG).

**3.1.2.6** Facilitation of and/or effective integration into functional working groups from other agencies/departments, and the Joint Staff.

**3.1.2.7** Integration of command operational planning requirements by ensuring Joint Staff management practices and procedures are fulfilled.

**3.1.2.8** Assist in development and maintenance of professional network that improves coordination between USSOCOM, the GCC's, TSOC's, Components, and the Interagency.

**3.1.2.9** Assistance in hosting/chairing meetings, visitations or conferences pertaining to the current fight related to CONPLANS, OPLANS, CAMPAIGN PLANS emerging Counterterrorism Opportunities, and other USSOCOM planning initiatives.

**3.1.3 GMSC Strategic Communications SME:** The Global Mission Support Center (GMSC) Strategic Communications SME will support the mission of synchronizing messaging and coordination of engagement awareness and assessment across the SOF Enterprise. This SME will also ensure alignment of institutional messages, key staff engagements, and command actions. Tasks include:

**3.1.3.1** Facilitate, support, coordinate, conduct research, analyze data, and develop solutions and courses of action to the Command's Strategic and Key Leader Engagement Synchronization tools, plans and processes.

**3.1.3.2** Provide analysis and advice to Command's Enabling Mission Integrated Planning Team.

**3.1.3.3** Facilitate, support, coordinate, conduct research, analyze data, and develop solutions and courses of action to the International engagement strategy.

**3.1.4 Joint Combined Exchange Training (JCET) Manager:** The JCET Manager will support the mission of providing qualified SOF operators in an overseas combined training event with a focus on our mission-essential tasks, particularly Foreign Internal Defense and unconventional warfare, with Host Nation foreign forces. Tasks include:

**3.1.4.1** Provide subject matter expertise to the JCET Lead Program Manager (PM) regarding JCET authorities and associated areas of interest.

**3.1.4.2** Prepare and complete staff actions pertaining to JCET deployment notifications and deployment orders within HQ, USSOCOM.

**3.1.4.3** Provide support to information management of the JCET program via the USSOCOM portal.

**3.1.4.4** Draft and present briefings referencing all duties and responsibilities regarding the JCET program.

**3.1.4.5** Provide support to the JCET Lead PM regarding formulation and execution of the JCET budget

**3.1.5 J35 Future Operations Support SMEs:** The J35 Future Operations Support SMEs will support the mission of providing future operations, crisis action and compartmented contingency planning to inform senior leader decision-making and support GCC/TSOC SOF specific planning requirements. These SMEs will also lead USSOCOM global synchronization of Department of Defense's (DOD) trans-regional Counter-Violent Extremist Organizations (C-VEO) efforts by designing, and leading planning efforts and synchronization venues. In addition, they will lead the planning, development and integration of new capabilities in support of future and current operations. Tasks include:

**3.1.5.1** Analyze DOD operations, plans, and strategies.

**3.1.5.2** Assess effectiveness of Geographic Combatant Commands' overseas contingency plans.

**3.1.5.3** Facilitate and support detailed planning, research, and analysis for Counter-Terrorism (CT) and Counter-Violent Extremist Organizations (C-VEO) Contingency Planning working groups.

**3.1.5.4** Lead and support regional, trans-regional, and crisis action planning efforts in support of GCCs and USFK SOF requirements.

**3.1.5.5** Facilitate and lead USSOCOM's "Coordinating Authority" responsibility in support of the Global Campaign Plan-Violent Extremist Organizations (GCP-V).

**3.1.5.6** Facilitate and lead Global Special Operations Synchronization (GSOS) in support of the Global Campaign Plan for Global Special Operations.

3.1.5.7 Update the Global Special Operations Synchronization Process (GSOS).

**3.1.6 Linguistic/Cultural Analysis/Red Beard SMEs:** The Linguistic/Cultural Analysis/Red Beard SMEs will support fusion of tactically acquired exploitation data with national intelligence in order to support the development of intelligence and academic products that provide a deeper understanding of the irregular warfare environment. Tasks include:

3.1.6.1 Leverage language and cultural expertise to exploitation analysts for explaining the subtle nuances in the Arabic language and Arab culture.

3.1.6.2 Search, triage, translate, and assist with the declassification of captured enemy documents.

**3.1.7 Interagency Partnership Program (IAPP) /NCR Operations Specialist:** Support the J3 and IAPP Division in planning and analyzing operations and plans with Geographic Combatant Commander Theater Special Operations Commands (TSOC) and other USSOCOM component priorities with Interagency and other National Capitol Region (NCR) based partners, through a robust Special Operations Support Team network to achieve Commander, USSOCOM objectives. Tasks include:

3.1.7.1 Serve as the focal point for time sensitive and deliberate planning efforts.

3.1.7.2 Ensure theater specific plans and efforts are synchronized with USSOCOM, other government Interagency organizations and other Geographic Combatant Commands efforts, plans, and objectives.

3.1.7.3 Analyze plans and efforts to identify potential resourcing and operational shortfalls and providing recommended solutions to correct aforementioned shortfalls.

3.1.7.4 Recommend and provide continuity of long- and short-range planning initiatives for the IAPP Division.

3.1.7.5 Facilitate and effectively integrate functional working groups from other agencies, DOD and the Special Operations community within the Joint Staff environment.

3.1.7.6 Integrate command operational planning requirements by ensuring Joint Staff management practices and procedures.

3.1.7.7 Assist in hosting/chairing meetings, visitations or conferences pertaining to the current fight related to CONPLANS, OPLANS, emerging CT Opportunities, and other USSOCOM planning initiatives.

3.1.7.8 Attend Interagency and NCR partner conferences and report USSOCOM equities to apprise J3 and IAPP leadership.

3.1.7.9 Produce reports to inform the SOCOM and TSOC communities of interest on interagency planning, operations, and events.

3.1.7.10 Attend various operational video teleconferences as required to maintain current operations awareness and inform IAPP leaders and / or SOST network of interagency issues.

3.1.7.11 Plan and conduct IAPP / SOST related projects as required or initiated.

**3.1.8 Aviation Foreign Internal Defense (AvFID) Support SMEs:** The Aviation Foreign Internal Defense Support SMEs provide support to the J31 Air Division in providing airpower expertise to assist in the

development of strategic plans and positions for Special Operations airpower requirements, training, and operations. The SME also supports synchronization of worldwide SOF aviation operations and Security Force Assistance (SFA) missions and monitors aviation readiness and requirements in support of all Command task plans including USSOCOM-assigned Intelligence, Surveillance, and Reconnaissance (ISR) through the appropriate Component, SOF AT&L, and J8 personnel. Tasks include:

**3.1.8.1** Send and receive official messages (e.g., Automated Message Handling System, Logbook).

**3.1.8.2** Prepare and present briefings referencing all duties and responsibilities regarding Aviation Security Cooperation (AvSC) to include AvFID and Aviation Security Force Assistance (AvSFA).

**3.1.8.3** Maintain AvSC related information on the USSOCOM SOF Portal.

**3.1.8.4** Input data, maintain, and update the AvFID Attribution Model (UAAM), Global Prioritized Engagement List (GPEL), and Global Prioritized Resourced Engagement Plan (GPREP) and associated software applications.

**3.1.8.5** Coordinate and communicate (via email, phone, VTC, conferences, workshops, etc.) with the appropriate agencies (e.g., Components, Services, Staff, COCOMs, Multi-National Partners) to ensure J31 requirements are met and inputs are sent/received IAW with established timelines.

**3.1.8.6** Draft edits to the Government for updating, maintaining, and publishing SOCOM Manual 350-50, Aviation Foreign Internal Defense Global Prioritization and Resourcing Procedures.

**3.1.8.7** Adjust the AvSFA (AvFID/SFA) plan as necessary, coordinate After Action Reviews (AARs), and ensure significant lessons learned are entered into the Joint Lessons Learned Information System – SOF (JLLIS-SOF) database.

**3.1.8.8** Receive, process, and coordinate Military Airworthiness Appraisals/Assessments IAW DoD Directive 5030.61 and DoD Instruction 4500.53.

**3.1.9 127e Operations Support SME:** The Title 10 127e SME will support the Section 127e Program. In addition, this SME supports collaboration events for 127e authority by leveraging USSOCOM automated systems to support the initiation, preparation and execution of meetings, working groups, and conferences at USSOCOM Headquarters and elsewhere. Tasks include:

**3.1.9.1** Provide subject matter expertise to the Section 127e Lead Program Manager regarding 127e authority areas of interest.

**3.1.9.2** Prepare and complete staff actions pertaining to 127e authorities within HQ, USSOCOM.

**3.1.9.3** Provide support to information management for the 127e program via the USSOCOM portal.

**3.1.9.4** Draft and present briefings referencing all duties and responsibilities regarding the 127e program.

**3.1.9.5** Plan, organize and execute periodic operational and administrative workshops to inform and train 127e project managers

**3.1.9.6** Prepare and staff executive reports through USSOCOM HQ to the Office of Secretary of Defense

**3.1.10 Sensitive Support Operations SME:** The Special Missions Unit (SMU) Operations Specialist will support the mission of developing and integrating timely and accurate global awareness and responsive support to the SOF Network in day-to-day operations and crisis response while supporting the HQ's strategic battle rhythm, ensuring worldwide SOF are ready, postured, and empowered to support the nation's strategic and operational objectives. Tasks include:

**3.1.10.1** Conducts daily coordination with DoD and inter-agency organizations to process Theater, Country, and Special Area Clearances for Special Mission Unit personnel as required by the CJCS Charter and DoD Foreign Clearance Guide.

**3.1.10.2** Provide support to Regional Operations Specialist of regulations and DoD guidance and procedures regarding Theaters/Country Clearance requirements.

**3.1.10.3** Advises USSOCOM Director of Operations and select staff members on key requirements, procedures and policy implications for deploying SMU personnel for training, exercises, and operational activities.

**3.1.10.4** Plans, coordinates, and initiates Deployment Order process to deploy SMU personnel to Regional Theaters.

**3.1.10.5** Provides subject matter expertise to the SOF Defense Sensitive Support Activity (DSSA) Program Manager (PM) regarding DSSA authorities and associated areas of interest.

**3.1.10.6** Assists in the program management of SOF Defense Sensitive Support Activities; requiring daily coordination with Joint Staff, OSD, and Non-Department of Defense Federal Departments and Agencies (NDFDAs) with analyzing time-sensitive requirements and interpret the appropriate USSOCOM entity to support IAW DoDD S-5210.36.

**3.1.10.7** Knowledge of the Regional and Theater Special Operations Command's area of responsibility, policies, SOF and conventional command relationships, and associated political environment.

**3.1.10.8** Provides expertise and assistance resolving complex joint operational issues involving SMU personnel.

**3.1.10.9** Serves as a Liaison between SMUs, the Geographic Support Groups, and advice on current operations in each of the Geographic Combatant Command's (GCC) areas of operation.

**3.1.10.10** Liaison and coordinate among all participants during Deliberate and Crisis Action Planning and the execution of a Crisis Action Team (CAT).

**3.1.10.11** Facilitation of and/or effective integration into functional working groups from other agencies/departments, and the Joint Staff.

**3.1.10.12** Integration of command operational planning requirements by ensuring Joint Staff management practices and procedures are fulfilled.

**3.1.11 Amphibious Readiness Group/Marine Expeditionary Unit Special Operations Forces Liaison Element (ARG/MEU-SOFLE) SME:** The USSOCOM Amphibious Readiness Group/Marine Expeditionary Unit Special Operations Forces Liaison Element (ARG/MEU-SOFLE) SME assists the SOFLE to provide subject matter expertise for the ARG/MEU-SOFLE Program. The SME will also support policy development, key leader engagements and decision development, planning meetings, and conflict resolution among the directorates, components and external service and functional components of the Navy and USMC. Tasks include:

3.1.11.1 Coordinate new member orientation in conjunction with the Force Management Directorate; providing recommendations to administrative conflicts.

3.1.11.2 Coordinate visitor requests and conference support; managing contacts and distributing key media and planning materials.

3.1.11.3 Draft policy and future operating concepts that meet evolving commander's intent.

3.1.11.4 Draft supporting documentation in preparation for SOFLE Implementation Planning Team (IPT's).

3.1.11.5 Attend planning groups, providing technical and / or regional advice / input and recommending future items for action.

3.1.11.6 Draft SOFLE personnel sourcing messages and coordinating SOFLE team member administrative needs.

3.1.11.7 Coordinate SOFLE training schedules with the Force Synchronization representatives of Headquarters United States Marine Corps (HQMC), Marine Corps Forces (MARFORS), Marine Expeditionary Forces (MEF's), Marine Expeditionary Units (MEU's), and USSOCOM.

3.1.11.8 Send and receive official messages (e.g., Automated Message Handling System, Logbook).

3.1.11.9 Draft and present briefings referencing all duties and responsibilities regarding ARG/MEU-SOFLE.

3.1.11.10 Maintain SOFLE-related information on the USSOCOM SOF Portal.

3.1.11.11 Coordinate and communicate (via email, phone, VTC, conferences, workshops, etc.) with the appropriate agencies (e.g., Components, Services, Staff, COCOMs, Multi-National Partners) to ensure ARG/MEU-SOFLE requirements are met and inputs are sent/received.

3.1.11.12 Track the completion of all staff actions pertaining to ARG/MEU-SOFLE.

**3.1.12 Intelligence, Surveillance and Reconnaissance (ISR) Operations SME:** The ISR Operations SME provides support to the J31 JRB in providing ISR operations expertise on all matters pertaining to ISR capabilities supporting SOF worldwide. The SME also supports synchronization of worldwide SOF ISR operations and missions and monitors SOF ISR readiness and requirements in support of all Command task plans through the appropriate Component and HQ personnel. Tasks include:

3.1.12.1 Coordinate and communicate (via email, phone, VTC, conferences, workshops, etc.) with the appropriate agencies (e.g., Components, Services, Staff, COCOMs, Multi-National Partners) to ensure J31 JRB requirements are met and inputs are sent/received IAW with established timelines.

3.1.12.2 Provide advice on current ISR operations in support of SOF in each of the Geographic Combatant Command (GCC) areas of operations (CENTCOM, SOUTHCOM, EUCOM, AFRICOM, PACOM, NORTHCOM).

3.1.12.3 Send and receive official messages (e.g., Automated Message Handling System, Logbook).



3.1.12.4 Input data, maintain, and update ISR requirements and sourcing of ISR in support of SOF as part of the rotational Global Force Management Allocation Plan (GFMAP) and emergent updates via Requests for Forces (RFFs) in Joint Capability Requirements Manager (JCRM) and associated software applications.

3.1.12.5 Assist in preparations and support for the J31 JRB roles and responsibilities as co-chair of the HQ USSOCOM ISR Council and related component/TSOC meetings/VTCS.

3.1.12.6 Assist in operational tasking related to Counter-Unmanned Aircraft Systems (C-UAS) as well as tracking Commercial Off the Shelf (COTS) UAS operations and inventories.

3.1.12.7 Assist in development and maintenance of professional network that improves coordination between USSOCOM, the GCC's, TSOC's, Components, Joint Staff and the Interagency related to ISR operations.

### 3.1.13 TASK ORDER ADMINISTRATION

The contractor shall assign a single point of contact (POC) between the Government and contractor personnel assigned to this task order. This contractor shall designate one of the personnel filling the below positions as the POC.

### 3.1.14 LOCATION AND HOURS OF WORK

Performance under this SOW requires on-site work at HQ USSOCOM, MacDill AFB FL and the Crystal City Facility, Arlington, VA. Normal workdays are Monday through Friday except US Federal Holidays. USSOCOM core hours are from 0900 to 1500 daily.

## 4.0 OPTIONAL TASKS

**4.1 SURGE CAPABILITY:** The contractor shall surge up to 800 hours, collectively, with 24 hours advance notice by the Government to support operational needs or contingencies. Surge hours shall be scheduled as required during primary work hours, after-duty hours, weekends and holidays.

**4.2 CHIEF OF OPERATIONS (CHOPS) DUTY:** Contract personnel shall conduct CHOPS duty in the Global Mission Support Center for a six month duration as specified by the COR. CHOPS duty will be performed during primary work hours, after-duty hours, weekends, and holidays. CHOPS must demonstrate a basic understanding of the USSOCOM organizational structure (Headquarters and Operational), SOF Deployed Footprint and Current Operations. Other duties include preparing GO/FO level correspondence, updating MS Power Point / EXCEL briefing products, and conducting basic SHAREPOINT functions. CHOPS duties include frequent interactions with the USSOCOM Commander and key staff, the Joint Staff, and the National Mission Command Center. Therefore, CHOPS must be able to respond to time sensitive Requests for Information, as well as process and disseminate the Commander's Critical Information Requirements.

## 5.0 PERSONNEL AND MINIMUM SKILL REQUIREMENTS

Table 5.1. Personnel Qualifications

Position/Labor Category & CFTE	Required Skills/Qualifications
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<p>Task Lead and Senior Regional/Interagency Support SME (1 CFTE) (GS-15 equivalent) (Key personnel-- Resume required)</p>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field (e.g., Management, Administration, Program Management, Operations Research, Economics, or Social Sciences)</li> <li>• 20 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• Minimum of 10 years' experience on executive-level DoD staffs with interagency experience preferred 10 years' experience in the Military Decision Making Process, deliberate and crisis planning, and the Joint Staff deployment procedures.</li> <li>• Completed one Joint Staff, combatant command, or multi-national staff tour</li> <li>• Graduate of a Joint Professional Military Education course, Intermediate Development Course and a Senior Service College</li> <li>• 10 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level)</li> <li>• 5 years' experience working with USSOCOM, subordinate organizations, DOD, and knowledge of each U.S. military service's roles and missions</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>
<p>Regional/Interagency Support SMEs (8 CFTEs) (1 ea –PACOM, EUCOM, 2 ea CENTCOM, , AFRICOM, WHEM)  (GS-13 equivalent)</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in any field</li> <li>• 12 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• Knowledge of the Regional (PACOM, EUCOM, Western Hemisphere(WHEM), CENTCOM, AFRICOM) Theater Special Operations Command's areas of responsibility, policies, Special Operations and conventional force command relationships and associated political environment.</li> <li>• Completed, one Joint Staff, combatant command, or multi-national staff tour</li> <li>• Graduate of a Joint Professional Military Education course, Intermediate Development Course or a Senior Professional Military Education Course</li> <li>• 5 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels</li> <li>• 3 years' experience working with USSOCOM, subordinate organizations, DOD, and knowledge of each military U.S. military service's roles and missions</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>
<p>GMSC Strategic Communications SME (1 CFTE) (GS14 equivalent)  Key personnel-- Resume Required</p>	<ul style="list-style-type: none"> <li>• Master's degree required in Strategic Communications, Management or a related field</li> <li>• 5 years of work experience directly related to Strategic communications with 20 years' prior military experience</li> <li>• 3 years' experience with strategic communications plans and processes; shall be well versed in all branches of the U.S. military and have a working knowledge of the joint service environment and of strategic communications concepts and USSOCOM core competencies</li> <li>• 5 years' experience as a staff officer within HQ USSOCOM, a Service headquarters, or a combatant command headquarters (4-Star military HQ)</li> <li>• 5 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels</li> <li>• 3 years' experience working with USSOCOM, subordinate organizations, DOD, and knowledge of each military U.S. military service's roles and missions</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>

<p>Joint Combined Exchange Training (JCET) SME (1 CFTE) (GS-13 equivalent)</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in any field</li> <li>• 12 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• 5 years' experience as a SOF Operator, to include participating in a JCET event w/ a Component or TSOC</li> <li>• 3 years' experience in strategic-level planning (e.g., operational design, military decision making process, contingency plan development, etc.)</li> <li>• Broad knowledge of SOF organization, missions, equipment, doctrine, and employment in order to provide critical data for decisions; and articulate basis for recommendations</li> <li>• Experience or familiarity with current CJCS, USSOCOM, and associated Components policies and procedures with the JCET program</li> <li>• Completed one Joint Staff, combatant command, or multi-national staff tour</li> <li>• Graduate of a JPME course, Intermediate Development Course, or a Senior Professional Military Education Course</li> <li>• 5 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer / flag officer / senior executive service level) use and the ability to communicate at all levels in a highly professional manner</li> <li>• Current DOD Top Secret clearance and eligible for SCI access required</li> </ul>
<p>J35 Senior Future Operations Support SMEs (3 CFTEs) (GS-14 equivalent)</p> <p>Key personnel-- Resume Required</p>	<ul style="list-style-type: none"> <li>• Master's degree in any field or a Bachelor's degree with 20 years of Military experience</li> <li>• 15 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• 5 years' experience leading Joint Planning Group (JPG) discussions.</li> <li>• 5 years' experience in strategic-level planning (e.g. operational design, military decision making process, contingency plan development, etc.)</li> <li>• Completed, one Joint Staff, combatant command, or multi-national staff tour</li> <li>• Graduate of a Joint Professional Military Education course, Intermediate Development Course or a Senior Professional Military Education Course</li> <li>• 10 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels in a highly professional manner</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>
<p>J35 Future Operations Support SMEs (6 CFTEs) (GS-13 equivalent)</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in any field</li> <li>• 12 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• 3 years' experience in strategic-level planning (e.g. operational design, military decision making process, contingency plan development, etc.)</li> <li>• Completed, one Joint Staff, combatant command, or multi-national staff tour</li> <li>• Graduate of a Joint Professional Military Education course, Intermediate Development Course or a Senior Professional Military Education Course</li> <li>• 5 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels in a highly professional manner</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>

<p>Linguistic/Cultural Analysis/Red Beard SMEs (2 CFTEs) (GS-13 equivalent)</p>	<ul style="list-style-type: none"> <li>• Fluent in writing, reading and speaking Native-level Arabic language ability; fluent in Modern Standard Arabic and several Arabic dialects including: Levantine, Gulf, Iraqi, Moroccan, Bedouin, and Yemeni. (DPLT3/3/3 or better proficiency)</li> <li>• 10 years' experience in the conduct and preparation of accurate written gist's, translations, and/or transcriptions of general and technical material, consisting of hand or type written, audio, and/or video language material and documents in hard copy and electronic formats, grammatically and idiomatically correct in order to maintain the integrity and meaning of the material in accordance with Intelligence Community (IC) standards;</li> <li>• 10 years' experience writing and speaking in clear and concise grammar and pronunciation in the specific foreign language and in English at levels equivalent to specific dialects in the target material</li> <li>• 10 years' experience in word processing, data entry, utilization of advanced language software programs and participation in forensic processing; excellent command of grammar, colloquialisms, and idioms of the foreign language</li> <li>• 10 years' experience utilizing knowledge of the cultural, social, and political environment in which the language is used</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>
<p>Interagency Partnership Program (IAPP) /NCR Operations Specialist (1 CFTEs) (GS13 equivalent)</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in any field</li> <li>• 12 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• Completed, one Joint Staff, combatant command, or multi-national staff tour</li> <li>• Graduate of a Joint Professional Military Education course, Intermediate Development Course or a Senior Professional Military Education Course</li> <li>• 5 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels in a highly professional manner</li> <li>• 3 years' experience working with USSOCOM, subordinate organizations, DOD, and knowledge of each military Service's roles and missions</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>
<p>127e Operations Support SME (1 CFTE) (GS14 equivalent)</p> <p>Key personnel-- Resume Required</p>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field (e.g., Management, Administration, Program Management, Operations Research, Economics, or Social Sciences) or Bachelor's degree in relevant field (e.g., Management, Administration, Program Management, Operations Research, Economics, or Social Sciences), with 20 years experience to include work in the combined Joint, SOF, and Interagency arenas.</li> <li>• 15 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• 5 years' experience working Section 127e Authorities</li> <li>• 10 years' experience in the Military Decision Making Process, deliberate and crisis planning, and the Joint Operational Plans and Execution System procedures.</li> <li>• 5 years' experience leading integrated process teams, joint planning groups, or battle staffs at the operational and strategic levels.</li> <li>• 5 years' experience working Concepts of Operation and Expense Authorization Documents</li> <li>• Completed, one Joint Staff, combatant command, or multi-national staff tour</li> <li>• Graduated from a Joint Professional Military Education course, Intermediate Development Course or a Senior Professional Military Education Course</li> <li>• 10 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels</li> <li>• 5 years' experience working with USSOCOM, subordinate organizations, DOD, and knowledge of each military U.S. military service's roles and missions</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>

<p>Aviation Foreign Internal Defense (AvFID) Support SMEs (2 CFTEs) (GS13 equivalent)</p>	<ul style="list-style-type: none"> <li>• Master's degree in any field</li> <li>• 10 years' experience in SOF Aviation in AFSOC, USASOC, and/or USSOCOM</li> <li>• 12 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• Joint, SOF, Interagency, and Regional experience (15 years combined)</li> <li>• Institute for Security Cooperation's Studies (ISCS) Security Cooperation Course Qualified</li> <li>• Completed, one Joint Staff, combatant command, or multi-national staff tour</li> <li>• Graduated from a Joint Professional Military Education course, Intermediate Development Course or a Senior Professional Military Education Course</li> <li>• 5 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels in a highly professional manner</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>
<p>Sensitive Support Operations SME (1 CFTE) (GS13 equivalent)</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in any field</li> <li>• 4 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• Knowledge of the Regional (PACOM, EUCOM, Western Hemisphere (WHEM), CENTCOM, AFRICOM) Theater Special Operations Command's areas of responsibility, policies, Special Operations and conventional force command relationships and associated political environment</li> <li>• Graduated from a Joint Professional Military Education course, Intermediate Development Course or a Senior Professional Military Education Course</li> <li>• 5 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels</li> <li>• 3 years' experience working with USSOCOM, subordinate organizations, DOD, and knowledge of each military U.S. military service's roles and missions</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>
<p>ARG/MEU-SOFLE SME (1 CFTE) (GS14 equivalent)</p> <p>Key personnel-- Resume Required</p>	<ul style="list-style-type: none"> <li>• Master's degree in any field</li> <li>• 15 years combined Joint, SOF, Interagency experience working joint military operations to include Marine Special Operations conducted in a joint, combined, and interagency environment.</li> <li>• Successfully graduated from a Joint Professional Military Education course, Intermediate Development Course or a Senior Professional Military Education Course</li> <li>• 3 years' experience working with USSOCOM, subordinate organizations, DOD, and knowledge of each military U.S. military service's roles and missions</li> <li>• 5 years' experience in strategic-level planning (e.g. operational design, military decision making process, contingency plan development, etc.)</li> <li>• 5 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels in a highly professional manner</li> <li>• 5 years' experience in the management of databases, web pages, and web portals</li> <li>• 5 years' experience in the use of VTC and communications equipment</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>

<p>ISR Operations SME (1 CFTE) (GS13 equivalent)</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in any field</li> <li>• 12 years combined Joint, SOF, Interagency, and Regional experience working military operations to include special operations conducted in a joint, combined, and interagency environment</li> <li>• Knowledge of Intelligence, Surveillance and Reconnaissance (ISR) operations policies, Special Operations and conventional force command relationships and associated political environment.</li> <li>• Completed, one Joint Staff, combatant command, or multi-national staff tour</li> <li>• Graduate of a Joint Professional Military Education course, Intermediate Development Course or a Senior Professional Military Education Course</li> <li>• 5 years' experience using communication skills, both written and oral, to include preparation of written products for senior leader (general officer/flag officer/senior executive service level) use and the ability to communicate at all levels</li> <li>• 3 years' experience working with USSOCOM, subordinate organizations, DOD, and knowledge of each military U.S. military service's roles and missions</li> <li>• Current DoD Top Secret clearance and eligible for SCI access required</li> </ul>
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**6.0 DELIVERABLES.** The contractor shall produce and deliver the following deliverables related to the requirements identified in Section 2.5.

#### **6.1 MONTHLY REPORTS**

**6.1.1** The contractor shall deliver the Monthly Reports by location covering each month production, man hours and pending projects and any issues occurring on site. At a minimum, the following information shall be included in each monthly report:

- Complete contract and task order number;
- Period of performance covered by the report;
- Description of work accomplished and in progress in that period and submitted to Government
- Describe problems encountered; if none, so state;
- Actual or recommended corrective action; if none, so state;
- Retention rates
- Travel CLIN funding status

#### **6.2 SWMS QUARTERLY REPORT.**

The Contractor shall submit a quarterly report in accordance with Base IDIQ CDRL A002 and a Quarterly Self-Assessment for informal evaluation of performance.

#### **6.3 CONTRACTOR MANPOWER REPORTING (CMR)**

The Contractor shall report ALL labor hours required under this task order at <http://www.ecmra.mil/> by October 31 each year.

#### **7.0 SERVICE DELIVERY SUMMARY.**

Performance assessments will be provided to the Contracting Officer (KO) by the Contracting Officer Representative (COR) in accordance with the Quality Assurance Surveillance Plan. Meeting or not meeting the thresholds identified in Attachment 1 – SDS will be the basis of that performance evaluation.

#### **8.0 GOVERNMENT FURNISHED PROPERTY/SPACE.**

The Government anticipates on-site support for this requirement; therefore the Government will provide all equipment, materials, access to all necessary networks and systems, furnished office spaces (workstations, office automation equipment, telephones, and furniture) and supplies at MacDill AFB and the Crystal City Facility, Arlington, VA for contractors working in support of this effort. Contractor

personnel will have access to secure telephones, a photocopier, data, fax (secure and unclassified), and shredder on a non-interference basis when needed to perform the work requirements. Support will generally occur at Government office spaces located at 7701 Tampa Point Blvd, MacDill, Air Force Base, Florida 33621 and 2231 Crystal Drive, Suite 800, Arlington, Virginia 22202.

## **9.0 SECURITY REQUIREMENTS.**

**9.1** Security will be in accordance with the attached DD254. Contractor team individual(s) supporting this task will be cleared at the TOP SECRET level at the start of the task. At the discretion of the government, selected individuals supporting this task order will require access to Special Access Program (SAP) information. Access to SAP information requires the requisite security clearance based on a security investigation with a date less than 5 years old and requires employees to undergo additional personnel security screening meeting the DoD SAP-accessing directives and policies. Contractors will require access to Sensitive Compartmented Information (SCI), Foreign Government Information, North Atlantic Treaty Organization (NATO), and Alternative Compensatory Control Measures (ACCM) material in performance of this effort. Contractor will require access to Non-Secure Internet Protocol Router Network (NIPRNET)/Secure Internet Protocol Router Network (SIPRNET)/JIANT/ Battlefield Information, Collection & Exploitation System (BICES)/ Joint Worldwide Intelligence Communication System (JWICS) computer systems only at government facilities. Contractor will be authorized to courier classified information up to TOP SECRET in performance of official duties upon approval of and designation by the COR.

**9.2** The contractor shall ensure requirements for safeguarding classified information and classified materials, for obtaining and verifying personnel security clearances, for verifying security clearances and indoctrination of visitors, for controlling access to restricted areas, for protecting government property, and for the security of automated and non-automated management information systems and data are fulfilled. The contractor's management system shall prevent unauthorized disclosure of classified and sensitive unclassified information. The government shall be immediately notified if any security incident or any indication of a potential unauthorized disclosure or compromise of classified or sensitive unclassified information.

**9.3** The contractor shall provide security management support. Typical efforts include, but are not limited to, performing classified document control functions, classified material inventories, program access requests, preparing and monitoring personnel indoctrination and debriefing agreements, and maintaining and using security-related databases.

**9.4** When no government employee or military member is available the contractor will be required to conduct security related functions (traditionally considered inherently governmental functions) such as opening/closing of security containers, end-of-day checks for processing and safeguarding classified information/material, and arming/de-arming all USSOCOM Buildings 501A and 501D and Suite 9500 2231 Crystal City Drive, Arlington, VA 22202 external and internal doors. In the event that the contractor fails to properly conduct these responsibilities and a security violation/incident occurs, the government will have the option to revoke authorization.

**9.5** Contract personnel will be required to escort cleaning crew/facility maintenance personnel in USSOCOM Buildings 501A and 501D as needed.

## **10.0 TRAVEL.**

Travel is required to various CONUS and OCONUS non-hazardous locations. The Contractor shall travel as initiated by written tasking. The contractor shall ensure that travel expenses are incurred in accordance with the limitations set forth in FAR 31.205-46. Personnel may be deployed to OCONUS locations; therefore, the government COR must approve all travel in advance through the SPOT system.

**11.0 PERIOD OF PERFORMANCE:** 11 March 2019 – 10 Aug 2024

## 12.0 OTHER PERTINENT INFORMATION OR SPECIAL CONSIDERATIONS

**12.1 IDENTIFICATION OF POSSIBLE FOLLOW-ON WORK.** None at this time.

**12.2 IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST (COI)** - FAR Part 9.501 defines "organizational COI" as a situation where because of other relationships or activities a person (company) is unable or potentially unable to render impartial assistance or advice to the Government or cannot objectively perform contract work or has an unfair competitive advantage. FAR 9.502 states that "an organization COI may result when factors create an actual or potential conflict of interest on an instant contract, or when the nature of the work to be performed on the instant contract creates an actual or potential COI on a future acquisition." An "organizational COI" exists when the nature of the work to be performed may, without some restriction on future activities, (1) result in an unfair competitive advantage to the contractor on other contracts or (2) impair the contractor's objectivity in performing the contract work. The primary burden is on the contractor to identify any organizational COI, however, the Government has the responsibility to identify and evaluate such conflicts. It is the customer's responsibility to determine that no organizational COI exists.

## 13.0 Section 508 Accessibility Standards.

The following Section 508 Accessibility Standard(s) (Technical Standards and Functional Performance Criteria) are applicable (if box is checked) to this acquisition.

### Technical Standards

- ☒ 1194.21 - Software Applications and Operating Systems
- ☒ 1194.22 - Web Based Intranet and Internet Information and Applications
- ☐ 1194.23 - Telecommunications Products
- ☐ 1194.24 - Video and Multimedia Products
- ☐ 1194.25 - Self-Contained, Closed Products
- ☐ 1194.26 - Desktop and Portable Computers
- ☒ 1194.41 - Information, Documentation and Support

*The Technical Standards above facilitate the assurance that the maximum technical standards are provided to the Offerers. Functional Performance Criteria is the minimally acceptable standards to ensure Section 508 compliance. This block is checked to ensure that the minimally acceptable electronic and information technology (E&IT) products are proposed.*

### Functional Performance Criteria

- ☒ 1194.31 - Functional Performance Criteria

**14.0 Quality Control:** Quality Control Plan will be maintained in accordance with Attachment 6 to the basic contract.

**14.1 Quality Assurance:** The Government shall evaluate the contractor's performance under this contract is in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 2 to this SOW. This plan is primarily focused on what the Government must do to ensure the contractor has performed in accordance with the performance standards. It defines how the performance standards shall be applied, the frequency of the surveillance, and the minimum acceptable defect rate(s).

**15.0 Government Responsibility:** The Government shall provide points of contact (POCs) for this SOW. The POCs shall be the primary representative of the Government coordinating the technical performance of these tasks. The QAP and the POCs shall be the sole Government representatives authorized to give technical direction/coordination to the Contractor on these tasks and shall be responsible for the provision of Government-Furnished Information or Equipment (GFI/GFE) for those required to work on-site.



**15.1 Contracting Officer's Representative (COR) Designation:** After contract award, the Contracting Officer will appoint a COR and issue a COR Designation Letter stating the authority of the COR. The contractor will receive a copy of the written designation.

**16.0 Hours of Operations:** Work accomplished under this contract shall be conducted during SOCOM's normal business hours. Under extraordinary circumstances work may be required beyond these normal business hours.

**16.1 Recognized Holidays:** The contractor shall recognize all of the following Federal Holidays:

HOLIDAY	WHEN OBSERVED
New Year's Day	January 1 or the Friday preceding or Monday following
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence day	July 4 or the Friday preceding or Monday following
Labor day	First Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veterans Day	November 11 or the Friday preceding or Monday Following
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25 or the Friday preceding or Monday following

**17.0 Personal Services/Inherently Governmental Functions:** In this effort, the Contractor shall provide strictly non-personal services and shall work as an independent Contractor not subject to supervision or control by the Government. The Contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government, nor perform any inherently Government functions. The Contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. At all times, Contractor personnel shall wear appropriate identification (in accordance with USSOCOM or other applicable Government policy), identifying themselves as Contractor personnel. At all meetings, conferences, or sessions with Government personnel, Contractor personnel shall clearly identify their status as Contractor employees. While performance of this effort shall not require inherently governmental services, it may include services that are closely associated with inherently governmental functions as defined in Section 804 of the FY 2005 National Defense Authorizations Act. All reports and draft documentation delivered under this contract are the property of the U.S. Government unless properly identified, noted, and documented as specified in the contract.

The Client shall not direct the Contractor to do the following:

- Assign additional work outside the original scope of work
- Direct a change
- Increase/decrease costs or period of performance
- Change any of the terms and conditions of the contract
- Increase the scope of the contract
- Create a binding obligation upon the Contractor or the Government

The client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this contract is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract".

**18.0 Limitations of Contractor Responsibilities:** The Government shall exercise all signatory and decision-making authority relative to the assigned tasks. The Government shall monitor all work in progress to ensure correctness and completeness. Contractor personnel will be provided Contractor

support guidelines consistent with prohibitions on personal services contracting and inherently Governmental functions. Specifically, the Contractor shall not:

- Approve, decide, or sign as a Contracting Officer;
- Negotiate with Government suppliers;
- Accept or reject supplies or services;
- Determine disposal of Government property;
- Direct other Contractor or Government personnel;
- Determine cost reasonableness, allowability, or allocability;
- Vote on a source selection board;
- Supervise Government personnel;
- Approve Government requirements or plans; or
- Determine policy.

This list is not all inclusive and additional restrictions are included in FAR 7.503. Under the guidelines of non-personal services contracts, the Contracting Officer shall have technical, not supervisory, oversight responsibilities of Contractor personnel.

**19.0 Problem Resolution:** The contractor shall bring problems, or potential issues, affecting performance to the attention of the COR and GSA CS as soon as possible. Verbal reports will be followed up with written reports when directed. This notification shall not relieve the Contractor of its responsibility to correct problems for which they are responsible. The Contractor will work cooperatively with the Government to resolve issues as they arise.

**20.0 Payment for Unauthorized Work:** No payments will be made for any unauthorized supplies and/or services or for any unauthorized changes to the work specified herein. This includes any services performed by the contractor or its personnel without prior authorization by the Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

**21.0 Dissemination of Information/Publishing:** There shall be no dissemination or publication of information, except within and between the contractor and any subcontractors or specified who have a need to know, of information developed under this order or contained in the reports to be furnished pursuant to this order without prior written approval of the Contracting Officer. USSOCOM approval for publication shall require provisions which protect the intellectual property rights of both USSOCOM and the contractor.

**22.0 Non-Disclosure/Non-Use Agreement:** The contractor shall ensure that the Non-Disclosure Statement is signed by all staff assigned to or performing on this contract before performing any work, including all subcontractors and consultants. The Non-Disclosure / Non-Use statement will be cosigned by a corporate official (contractor Task Manager or higher). The contractor shall also ensure that all staff understand and adhere to the terms of the non-disclosure statement, protecting the procurement sensitive information of the Government and the proprietary information of other contractors. Assignment of contractor employees who have not executed this statement or failure to adhere to this statement shall constitute default on the part of the contractor.

**23.0 Contract Funding:** It is anticipated that the task will be incrementally funded.

**24.0 Past Performance Information:** In accordance with FAR 42.15, Contractor Performance Information, interim and final past performance information will be submitted by the GSA Contracting Officer, GSA Customer Account Manager, or COR. Per GSAM 542.1503(c), the Contracting Office Director will make the final decision regarding disagreements related to performance evaluations between the contracting officer and the contractor.

**25.0 Invoicing and Payment:** The invoice shall include itemized charges and other direct costs (ODCs) authorized by the COR which are within scope of this task order (e.g., travel and/or materials) and reflect the details specified below

Invoices shall be submitted to GSA ASSIST (ITSS) and the Central Invoice System (CIS) web-based Order Processing System (<https://portal.fas.gsa.gov/>). The COR and the GSA CS will approve each invoice in CIS prior to payment. Failure to enter an invoice into the GSA ITSS web-based system may result in a rejection.

An invoice for completion of each deliverable shall be electronically delivered to the CR via the GSA electronic contract management system by the twentieth (20th) calendar day of the month following delivery for client and GSA acceptance. A copy of the invoice shall be attached to the associated deliverable "Acceptance Report" posted in GSA Information Technology Solution Shop (ITSS) located on the web at <https://portal.fas.gsa.gov/>. The invoice shall be submitted on official company letterhead.

For reimbursable expenses, the invoiced charges shall not exceed the limit specified in the task order. No charges shall be paid by the Government, which are not specifically identified in the task and approved in advance by the Government. Copies of receipts, travel vouchers, etc., completed in accordance with Government Travel Regulations shall be attached to the invoice to support the charges. Original receipts shall be maintained by the contractor and made available to Government auditors upon request.

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment.

The contractor shall provide the following payment information for GSA use. It must be an exact match with the information under the task order number in the AAS Business Systems Portal, ITSS Contract Registration (not the contractor's company or individual representative's registration) as well as with the information under the contractor's Data Universal Numbering System (DUNS) number in the System for Award Management (SAM), <http://www.sam.gov>. Mismatched information will result in rejected payments.

- a. Company Name – Legal Business Name and Doing Business As (DBA) Name
- b. Mailing Address – Contact and Address Information
- c. Remittance Address – Remit To Address Information
- d. Employer's Identification Number – Federal Tax ID
- e. DUNS (Data Universal Numbering System)

The contractor shall provide the following information on each invoice submitted:

- a. Invoice Number – must not include any special characters; ITSS and the invoice must match
- b. ACT Number from GSA Form 300, Block 4
- c. GSA Task Order Number – must match ITSS
- d. Contract Number from GSA Form 300, Block 3
- e. Point of Contact and Phone Number
- f. Remittance Address
- g. Delivery date or Period of Performance for the billing period
- h. Charges, identified by deliverable or line item(s), with a narrative description of the service performed. Labor, reimbursable costs, and other charges (e.g., G&A) must be broken out.
- i. Prompt Payment Discount, if offered
- j. Total Invoice Amount – must match the acceptance information posted in ITSS; cannot exceed the current task order ceiling
- k. Total cumulative task order amount and burn rate

## **26.0 Kick-off Meeting**

Within ten (10) business days following the contract award date, contractor shall meet with GSA and USSOCOM to review goals and objectives of the order. Contractor shall take minutes of the meeting and disseminate the results to both GSA and USSOCOM. This meeting will also provide an opportunity to clarify and answer questions.

## Terms and Conditions

### 52.217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 calendar days of the end of the task order.

(End of Clause)

### FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within thirty (30) calendar days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 year 10 months.

## INCREMENTAL FUNDING – TIME AND MATERIALS/LABOR HOURS

The project may be incrementally funded. If incrementally funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion of that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

### DFARS 252.232-7007 Limitation on Government's Obligation (Apr 2014)

GSAM 552.204-9 Personal Identity Verification Requirements (Oct 2012)

GSAM 552.215-72 Price Adjustment – Failure to Provide Accurate Information (Aug 1997)

GSAM 552.232-25 Prompt Payment (Deviation FAR 52.232-25) (Nov 2009)

Notwithstanding any other payment clause in this contract, the Government will make invoice payments and contract financing payments under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated or the date of an electronic funds transfer. Definitions of pertinent terms are set forth in section 32.902 of the Federal Acquisition Regulation. All

days referred to in this clause are calendar days, unless otherwise specified. (However, see paragraph (c)(4) of this clause concerning payments due on Saturdays, Sundays, and legal holidays.)

(a) Invoice payments.

(1) The due date for making invoice payments by the designated payment office is:

(i) For orders placed electronically by the General Services Administration (GSA) Federal Acquisition Service (FAS), and to be paid by GSA through electronic funds transfer (EFT), the later of the following two events:

(A) The 10th day after the designated billing office receives a proper invoice from the Contractor. If the designated billing office fails to annotate the invoice with the date of receipt at the time of receipt, the invoice payment due date shall be the 10th day after the date of the Contractor's invoice; provided the Contractor submitted a proper invoice and no disagreement exists over quantity, quality, or Contractor compliance with contract requirements.

(B) The 10th day after Government acceptance of supplies delivered or services performed by the Contractor.

(ii) For all other orders, the later of the following two events:

(A) The 30th day after the designated billing office receives a proper invoice from the Contractor. If the designated billing office fails to annotate the invoice with the date of receipt at the time of receipt, the invoice payment due date shall be the 30th day after the date of the Contractor's invoice; provided the Contractor submitted a proper invoice and no disagreement exists over quantity, quality, or Contractor compliance with contract requirements.

(B) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor.

(iii) On a final invoice, if the payment amount is subject to contract settlement actions, acceptance occurs on the effective date of the contract settlement.

(2) The General Services Administration will issue payment on the due date in paragraph (a)(1)(i) of this clause if the Contractor complies with full cycle electronic commerce. Full cycle electronic commerce includes all the following elements:

(i) The Contractor must receive and fulfill electronic data interchange (EDI) purchase orders (transaction set 850).

(ii) The Contractor must generate and submit to the Government valid EDI invoices (transaction set 810) or submit invoices through the GSA Finance Center Internet-based invoice process. Internet-based invoices must be submitted using procedures provided by GSA.

(iii) The Contractor's financial institution must receive and process, on behalf of the Contractor, EFT payments through the Automated Clearing House (ACH) system.

(iv) The EDI transaction sets in paragraphs (a)(2)(i) through (a)(2)(iii) of this clause must adhere to implementation conventions provided by GSA.

(3) If any of the conditions in paragraph (a)(2) of this clause do not occur, the 10 day payment due dates in (a)(1) become 30 day payment due dates.

(4) Certain food products and other payments.

(i) Due dates on Contractor invoices for meat, meat food products, or fish; perishable agricultural commodities; and dairy products, edible fats or oils, and food products prepared from edible fats or oils are—

(A) For meat or meat food products, as defined in section 2(a)(3) of the Packers and Stockyard Act of 1921 (7 U.S.C. 182(3)), and as further defined in Pub. L. 98-181, including any edible fresh or frozen poultry meat, any perishable poultry meat food product, fresh eggs, and any perishable egg product, as close as possible to, but not later than, the 7th day after product delivery.

(B) For fresh or frozen fish, as defined in section 204(3) of the Fish and Seafood Promotion Act of 1986 (16 U.S.C. 4003(3)), as close as possible to, but not later than, the 7th day after product delivery.

(C) For perishable agricultural commodities, as defined in section 1(4) of the Perishable Agricultural Commodities Act of 1930 (7 U.S.C. 499a(4)), as close as possible to, but not later than, the 10th day after product delivery, unless another date is specified in the contract.

(D) For dairy products, as defined in section 111(e) of the Dairy Production Stabilization Act of 1983 (7 U.S.C. 4502(e)), edible fats or oils, and food products prepared from edible fats or

oils, as close as possible to, but not later than, the 10th day after the date on which a proper invoice has been received. Liquid milk, cheese, certain processed cheese products, butter, yogurt, ice cream, mayonnaise, salad dressings, and other similar products, fall within this classification. Nothing in the Act limits this classification to refrigerated products. When questions arise regarding the proper classification of a specific product, prevailing industry practices will be followed in specifying a contract payment due date. The burden of proof that a classification of a specific product is, in fact, prevailing industry practice is upon the Contractor making the representation.

(ii) If the contract does not require submission of an invoice for payment (e.g., periodic lease payments), the due date will be as specified in the contract.

(5) Contractor's invoice. The Contractor shall prepare and submit invoices to the designated billing office specified in the contract. Notwithstanding paragraph (g) of the clause at FAR 52.212-4, Contract Terms and Conditions—Commercial Items, if the Contractor submits hard-copy invoices, submit only an original invoice. No copies of the invoice are required. A proper invoice must include the items listed in paragraphs (a)(5)(i) through (a)(5)(viii) of this clause. If the invoice does not comply with these requirements, it shall be returned within 7 days after the date the designated billing office received the invoice (3 days for meat, meat food products, or fish; 5 days for perishable agricultural commodities, edible fats or oils, and food products prepared from edible fats or oils), with a statement of the reasons why it is not a proper invoice. Untimely notification will be taken into account in computing any interest penalty owed the Contractor in the manner described in paragraph (a)(5) of this clause.

(i) Name and address of the Contractor.

(ii) Invoice date. (The Contractor is encouraged to date invoices as close as possible to the date of the mailing or transmission.)

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice.

(viii) Any other information or documentation required by the contract (such as evidence of shipment).

(ix) While not required, the Contractor is strongly encouraged to assign an identification number to each invoice.

(6) Interest penalty. An interest penalty shall be paid automatically by the designated payment office, without request from the Contractor, if payment is not made by the due date and the conditions listed in paragraphs (a)(6)(i) through (a)(6)(iii) of this clause are met, if applicable. However, when the due date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day without incurring a late payment interest penalty.

(i) A proper invoice was received by the designated billing office.

(ii) A receiving report or other Government documentation authorizing payment was processed, and there was no disagreement over quantity, quality, or Contractor compliance with any contract term or condition.

(iii) In the case of a final invoice for any balance of funds due the Contractor for supplies delivered or services performed, the amount was not subject to further contract settlement actions between the Government and the Contractor.

(7) Computing penalty amount. The interest penalty shall be at the rate established by the Secretary of the Treasury under section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611) that is in effect on the day after the due date, except where the interest penalty is prescribed by other governmental

authority (e.g., tariffs). This rate is referred to as the “Renegotiation Board Interest Rate,” and it is published in the Federal Register semiannually on or about January 1 and July 1. The interest penalty shall accrue daily on the invoice principal payment amount approved by the Government until the payment date of such approved principal amount; and will be compounded in 30-day increments inclusive from the first day after the due date through the payment date. That is, interest accrued at the end of any 30-day period will be added to the approved invoice principal payment amount and will be subject to interest penalties if not paid in the succeeding 30-day period. If the designated billing office failed to notify the Contractor of a defective invoice within the periods prescribed in paragraph (c)(5) of this clause, the due date on the corrected invoice will be adjusted by subtracting from such date the number of days taken beyond the prescribed notification of defects period. Any interest penalty owed the Contractor will be based on this adjusted due date. Adjustments will be made by the designated payment office for errors in calculating interest penalties.

(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance shall be deemed to have occurred constructively on the 7th day (unless otherwise specified in this contract) after the Contractor delivered the supplies or performed the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or Contractor compliance with a contract provision. In the event that actual acceptance occurs within the constructive acceptance period, the determination of an interest penalty shall be based on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

(ii) The following periods of time will not be included in the determination of an interest penalty:

(A) The period taken to notify the Contractor of defects in invoices submitted to the Government, but this may not exceed 7 days (3 days for meat, meat food products, or fish; 5 days for perishable agricultural commodities, dairy products, edible fats or oils, and food products prepared from edible fats or oils).

(B) The period between the defects notice and resubmission of the corrected invoice by the Contractor.

(C) For incorrect electronic funds transfer (EFT) information, in accordance with the EFT clause of this contract.

(iii) Interest penalties will not continue to accrue after the filing of a claim for such penalties under the clause at 52.233-1, Disputes, or for more than 1 year. Interest penalties of less than \$1 need not be paid.

(iv) Interest penalties are not required on payment delays due to disagreement between the Government and the Contractor over the payment amount or other issues involving contract compliance or on amounts temporarily withheld or retained in accordance with the terms of the contract. Claims involving disputes, and any interest that may be payable, will be resolved in accordance with the clause at 52.233-1, Disputes.

(8) Prompt payment discounts. An interest penalty also shall be paid automatically by the designated payment office, without request from the Contractor, if a discount for prompt payment is taken improperly. The interest penalty will be calculated as described in paragraph (c)(7) of this clause on the amount of discount taken for the period beginning with the first day after the end of the discount period through the date when the Contractor is paid.

(9) Additional interest penalty.

(i) If this contract was awarded on or after October 1, 1989, a penalty amount, calculated in accordance with paragraph (a)(9)(iii) of this clause, shall be paid in addition to the interest penalty amount if the Contractor—

(A) Is owed an interest penalty of \$1 or more;

(B) Is not paid the interest penalty within 10 days after the date the invoice amount is paid; and

(C) Makes a written demand to the designated payment office for additional penalty payment, in accordance with paragraph (a)(9)(ii) of this clause, postmarked not later than 40 days after the invoice amount is paid.

(ii)

- (A) Contractors shall support written demands for additional penalty payments with the following data. No additional data shall be required. Contractors shall—
- (1) Specifically assert that late payment interest is due under a specific invoice, and request payment of all overdue late payment interest penalty and such additional penalty as may be required;
  - (2) Attach a copy of the invoice on which the unpaid late payment interest was due; and
  - (3) State that payment of the principal has been received, including the date of receipt.
- (B) Demands must be postmarked on or before the 40th day after payment was made, except that—
- (1) If the postmark is illegible or nonexistent, the demand must have been received and annotated with the date of receipt by the designated payment office on or before the 40th day after payment was made; or
  - (2) If the postmark is illegible or nonexistent and the designated payment office fails to make the required annotation, the demand's validity will be determined by the date the Contractor has placed on the demand; provided such date is no later than the 40th day after payment was made.
- (iii)
- (A) The additional penalty shall be equal to 100 percent of any original late payment interest penalty, except—
- (1) The additional penalty shall not exceed \$5,000;
  - (2) The additional penalty shall never be less than \$25; and
  - (3) No additional penalty is owed if the amount of the underlying interest penalty is less than \$1.
- (B) If the interest penalty ceases to accrue in accordance with the limits stated in paragraph (a)(5)(iii) of this clause, the amount of the additional penalty shall be calculated on the amount of interest penalty that would have accrued in the absence of these limits, subject to the overall limits on the additional penalty specified in subdivision (a)(7)(iii)(A) of this clause.
- (C) For determining the maximum and minimum additional penalties, the test shall be the interest penalty due on each separate payment made for each separate contract. The maximum and minimum additional penalty shall not be based upon individual invoices unless the invoices are paid separately. Where payments are consolidated for disbursing purposes, the maximum and minimum additional penalty determination shall be made separately for each contract therein.
- (D) The additional penalty does not apply to payments regulated by other Government regulations (e.g., payments under utility contracts subject to tariffs and regulation).
- (b) Contract financing payments.
- (1) Due dates for recurring financing payments. If this contract provides for contract financing, requests for payment shall be submitted to the designated billing office as specified in this contract or as directed by the Contracting Officer. Contract financing payments shall be made on the [insert day as prescribed by Agency head; if not prescribed, insert 30th day] day after receipt of a proper contract financing request by the designated billing office. In the event that an audit or other review of a specific financing request is required to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the due date specified.
  - (2) Due dates for other contract financing. For advance payments, loans, or other arrangements that do not involve recurring submissions of contract financing requests, payment shall be made in accordance with the corresponding contract terms or as directed by the Contracting Officer.
  - (3) Interest penalty not applicable. Contract financing payments shall not be assessed an interest penalty for payment delays.
- (c) Fast payment procedure due dates. If this contract contains the clause at 52.213-1, Fast Payment Procedure, payments will be made within 15 days after the date of receipt of the invoice.
- (End of clause)

GSAM 52.237-71      Qualifications of Employees (May 1989)

GSAM 52.238-72      Identification of Products that have Environmental Attributes (Sep 2003)



SOW Attachments:

1 – Pricing Template

2 – QASP

3 – SDS ID04180173

4 – Draft DD 254 dated 15 Aug 2018